



Travel Log

This form may be used as supporting documentation for all GEAR UP Iowa events requiring student transportation (i.e. field trips, campus visits).

Note:

1. The form must be complete, accurate and legible.
 - a. Attaching a list of students is an acceptable alternative to writing out each student name.
2. Food reimbursement is only allowable if the expense is included on the IowaGrants.gov online Budget.
 - a. If providing a full meal, signatures for each person receiving a meal are required.
 - b. Copies of food purchase receipts and an event agenda must be included.
 - c. Food will not be reimbursed for events classified as entertainment.

Destination: _____ **Type of Activity:** _____

Date of Activity: _____ **Time of Activity:** _____ to _____

Transportation Rate (List amount/calculation): _____

Meal/Refreshments Provided (circle one): **Yes** **No**

Student Name	Student Name

GUI District Contact Signature: _____ **Date:** _____

(Attach additional sheets as needed.)